

# **Mission Safety Officer Tasks**



**January 2001**

Developed as part of the  
National Emergency Services Curriculum Project



**NATIONAL EMERGENCY SERVICES CURRICULUM**  
**MISSION SAFETY OFFICER TASKS**

**Task #**    **Task Title**

Command Tasks

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**C-0002**  
**MISSION SAFETY INSPECTION**

**CONDITIONS**

You are the Safety Officer at a mission base.

**OBJECTIVE**

Prepare general analysis of CAP mission base mishap potential.

**TRAINING AND EVALUATION**

**Training Outline**

1. The Safety Officer is responsible to check the base's location, weather and facilities as they lend themselves to mishap causal or prevention. The base range from being ideally suited to totally unsuitable for the mission from a safety standpoint and that determination may be made considering just weather and facilities. Any operation, which demands unusual pilot skill due to weather, available runway length, surface or runway direction is cause for rejecting the facility as unsuitable for the mission at that time.
2. Once the facility is determined safe for the operations of the mission, the Safety Officer is responsible to inspect the facility for safety problems. The facilities portion of the safety survey checklist can be found in CAPR 62-1. The initial part is a quick check of obvious hazards, which can lead to injured personnel. Some of these are loose steps, planks and other surfaces upon which people move; unmarked or unguarded obstructions, frayed electrical wiring and loose electrical equipment and plumbing fixtures. Any of these conditions should be dealt with in an appropriate manner prior to beginning base operations. Once that checklist has been completed make a similar check for hazards of the airfield-parking ramp, visible portions of taxiing routes and the relevant vehicle parking area.
3. An important task to accomplish during the safety analysis process is determining the closest emergency facilities and relevant telephone numbers. Although "911" may be the simplest number to post, actual telephone numbers of local fire, law enforcement and medical facilities should be posted as should be driving routes to the medical facilities.
4. A regularly used CAP mission base should have an evacuation plan posted in plain view. Likewise, fire extinguisher type and location should be readily known. Other bases may not have such characteristics; particularly those not normally occupied by commercial occupants. The Mission Safety Officer should obtain an assistant to help determine and mark exits, fire extinguisher location and provide hand-drawn evacuation route plan and accompanying signs.

**Additional Information**

Additional information may be found in CAPR 62-1 and CAPR 62-2.

**Evaluation Setup**

**Setup:** A facility must be inspected for suitability in mission use. An actual facility is best for this task. A squadron level or higher-level safety officer, or qualified Mission Safety Officer is required as the evaluator.



**Brief trainee:** A mission is to be run from the given facility. The Incident Commander is expecting 75 personnel, 10 aircraft and 23 corporate and personal vehicles. Given the current weather conditions and a runway 17/35 determine if the facility can be safely used as a mission base.

### Evaluation

<u>Performance measures</u>	<u>Results</u>	
1. Preliminary check:		
a. List at least three different sources for current weather information.	P	F
b. Using current weather conditions, what would be the crosswind factor for runway 17/35?	P	F
c. Using current weather conditions, can a normal search mission be flown under VFR rules within minimum safety margins?	P	F
d. Using the facility provided by the evaluator, is the facility suitable for safe operation?	P	F
2. Perform an inspection according to the checklist in CAPR 62-1 and determine any safety issues that might impact the mission facility.	P	F
3. Find the closest emergency room and emergency numbers for the area of the facilities.	P	F
4. Develop an evacuation plan for the facility.	P	F

Student must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly.



**C-0003**  
**ANALYZE SAFETY OF MISSION OPERATIONS**

**CONDITIONS**

You are a Mission Safety Officer during an active mission. Aircraft and ground teams are already dispatched and actively performing assigned tasks.

**OBJECTIVE**

Prepare general analysis of CAP mission prosecution mishap potential

**TRAINING AND EVALUATION**

**Training Outline**

1. Any CAP mission operation has mishap potential – that is an accident can result. This potential arises from the movement of people and machines over varying terrain and climate and the presence of energy sources – electricity and fuels – and natural phenomena: severe storms, high winds and flooding. Each of these factors may be combined with relevant others to amplify the effects of either acting alone; e.g. flooding and high winds occurring together is a significantly greater problem than either occurring separately.
2. CAP Search and Rescue missions are further energized by our desire to save lives and minimize human suffering and do so in a timely manner. Thus our people are motivated to do their pre-departure tasks rapidly and launch into the search activity and may not fully or correctly complete their pre-departure duties. Further there is a human tendency to take chances or cut corners in the interest of getting this work done; these short cuts or deviations from standards can easily lead to mishaps. It is vitally important that mission management monitor mission personnel activities to spot and correct deviations from established procedures and safe practices to help insure SAR crews operate as safely as possible.
3. Our desire to save lives must be further tempered by the probability of finding survivors. The statistical probability of locating live survivors declines with every day following their presumed crash. Thus weather which might be considered marginally acceptable the first day of a search might well be unacceptable the tenth day of a search.
4. Flight operations are influenced by winds, moisture and density altitude. Each airplane and crew brings a different dispatch sortie to be considered and evaluated by mission management. Some evaluation factors include crew experience in the search area, aircraft suitability for the terrain and crew familiarity with it. The variations are endless and few ‘hard’ rules can be drawn but a few things are probably true:
  - a. Crews familiar with the search area terrain are less likely to have difficulties than crews who are unfamiliar with it.
  - b. CAP aircrews tend to be heavier than FAA-standard passengers (170 lbs.) and tend to bring more ‘stuff’ with them therefore the airplane may be heavier than the crews realize – or admit.
  - c. CAP mission bases are often located in areas, which require competent piloting techniques to avoid potential mishaps. High-density altitudes, crosswinds, narrow and/or short operating surfaces and restricted approaches to the runway(s) all influence the mishap potential of operations conducted at a CAP base.



5. Wing management depends upon the CAP Incident Commander to provide guidance to it as to the continuing suitability of a particular base for the intended mission. The Mission Safety Officer can assist the SMC to perform an analysis of the continuing suitability of the mission and the base. He does this by insuring all apparent facets of the mission; elapsed time since incident, existing/forecast weather at the base and in the objective area and aircrew capability and fatigue are considered during the process.

### **Additional Information**

Additional information may be found in CAPR 62-1 and CAPR 62-2.

### **Evaluation Preparation**

**Setup:** A specific facility is used as the mission base and specific search areas should be provided to the trainee to determine the ability to continue the search under the current conditions.

**Brief the Trainee:** The trainee is to obtain current and forecast weather for the mission base and the search areas. From that information the trainee is to provide a recommendation to the Incident Commander to continue, suspend, or move the operations. Weather conditions may be simulated by the evaluator.

### **Evaluation**

#### Performance measures

#### Results

1. Provide recommendation for the following for the next 24 hours:

- |   |   |   |
|---|---|---|
| a. Operations from the mission base (continue, suspend, or move)                | P | F |
| b. Flight operations in the current search areas (continue, suspend, move)      | P | F |
| c. Ground team operations in the current search areas (continue, suspend, move) | P | F |

Student must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly.



**C-0004**  
**CONDUCT GROUND TEAM SAFETY BRIEFING**

**CONDITIONS**

You are a Mission Safety Officer at a mission base. Ground teams must be briefed on safe operations in the field.

**OBJECTIVE**

Prepare a safety briefing for ground teams participating in the mission.

**TRAINING AND EVALUATION**

**Training Outline**

1. Ground teams should be properly briefed before they are dispatched from a mission base. The Ground Branch Director or Resource Unit Leader or other assigned individual is responsible for briefing mission-related tasks such as staging areas, communications and recall. Ground teams are properly under the direction or command of the Ground Team Leader. That individual is primarily entrusted with the safety and operation of his team. The Mission Safety Officer can assist the Leader by reminding the team personnel of their responsibilities for safe vehicle operation per the laws of the host state (especially for out of state personnel), controlling fatigue and dehydration. The Mission Safety Officer can also remind the ground teams of dangerous or poisonous animals, insects, plants, etc.
2. Ground Teams clothing and equipment should offer protection from falls, sharp-edged objects and potential animal and insect encounters. The primary concern is adequate visibility and at least orange Day-Glo vests on every team member are mandatory. Footwear should be high-top, lace-up boots with steel-toe inserts preferred but with climbing soles. Rainwear and cold protection may be part of the requirement and heavy work gloves should be part of each member's ensemble.

**Additional Information**

Additional information can be found in the Ground and Urban Direction Finding Team Reference Texts and Task Guides.

**Evaluation Preparation**

**Setup:** A setup for ground search should be established to provide the trainee sufficient information to conduct and develop the required briefing. Among the ground team personnel are members from out of state.

**Brief the trainee:** As the Mission Safety Officer, you must provide the Ground Branch Director a safety briefing for the ground teams. It should cover vehicle, field, and clothing safety issues.



## Evaluation

### Performance measures

### Results

Using your ground team safety briefing, provide the following information:

- |  |   |   |
|--|---|---|
| 1. What dangerous/poisonous animals can they expect to find in the area? | P | F |
| 2. What clothing items should they be wearing or carrying with them?     | P | F |
| 3. What specific vehicle safety issues should they be briefed?           | P | F |

Student must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly.



**C-0005**  
**CONDUCT AIRCREW SAFETY BRIEFING**

**CONDITIONS**

You are the Mission Safety Officer at a mission base preparing a safety briefing for aircrew.

**OBJECTIVE**

Prepare a safety briefing for use by the Air Operations Branch Director in briefing aircrews.

**TRAINING AND EVALUATION**

**Training Outline**

1. Clothing for aircrew members should be fire retardant. Cotton or Nomex undergarments, Nomex flight clothing with sleeves rolled all the way down goes along way in protecting the arms, legs and torso from fires. Nomex gloves and high-top, lace-up leather (not “jungle”) boots, preferably with steel toe inserts to protect the feet. Some wings mandate these items, but all aircrew members should consider the importance of safe clothing on board aircraft.
2. Taxiing and other airport safety factors should be included in this briefing. These were probably also included in the taxi plans. Other factors such as current or forecast adverse weather conditions should also be included in the briefing.

**Additional Information**

Additional information can be found in CAPR 60-1 as well as current mission scanner and observer training materials.

**Evaluation Preparation**

**Setup:** Provide a taxi, fueling, and ground operations plan to the trainee. Current and forecast weather conditions should be provided to the trainee.

**Briefing the Trainee:** Brief the trainee on the plans listed, weather, and provide answers to any questions for additional information that might be necessary for the aircrew safety briefing.

**Evaluation**

Performance measures

Results

1. Develop an aircrew safety briefing for this mission.

P      F

Student must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly.



**C-0006**  
**REPORTING AND HANDLING MISHAPS INVOLVING CAP PERSONNEL**

**CONDITIONS**

You are the Mission Safety Officer at a mission base where a mishap has occurred.

**OBJECTIVE**

Properly fill out the required mishap reporting paperwork.

**TRAINING AND EVALUATION**

**Training Outline**

CAP Forms 78 and 79 are the primary reporting mechanism for CAP incidents and mishaps; the guidance for completing them is found in CAPR 62-1/62-2. Should you have to report a CAP incident or mishap, follow that guidance carefully and completely. If the incident is serious, such as involving serious injury or loss of life or a destroyed vehicle or aircraft you will undoubtedly receive significant assistance from the Wing Command section. Do **not** investigate mishaps which the directives tell you not to unless cleared or directed to do so by National HQ/GC.

**Additional Information**

Additional information is found in CAPR 62-1 and CAPR 62-2.

**Evaluation Preparation**

**Setup:** Prepare a scenario involving a mission related mishap for either an aircraft, a vehicle, or at the mission base. Act as the subject for the interview and provide the necessary information.

**Briefing the Trainee:** Brief the scenario to the trainee.

**Evaluation**

Performance measures

Results

1. Conduct an interview and complete the incident reporting forms.

P      F

Student must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly.



**C-0007**  
**PREPARING SAFETY GUIDANCE FOR NON-PARTICIPANTS**

**CONDITIONS**

You are the Mission Safety Officer at a mission base where non-participants arrive to be close to the search of their loved one.

**OBJECTIVE**

Brief the non-participants on the safety items critical to them and the safety of their visit.

**TRAINING AND EVALUATION**

**Training Outline**

1. Non-participants – such as family members, Media and friends – bring special challenges to the base. These people are frequently not knowledgeable of the tools with which we work and the safety challenges they bring. It is neither practical nor possible to exclude non-mission personnel from a mission base, therefore it is desirable that a concise safety briefing be generated to insure they are aware of and stay away from areas and activities which could prove hazardous.
2. The Mission Safety Officer must assume that any potential hazard on the base will trigger a mishap if not specifically briefed. This includes all the hazards called out in the mission base briefing plus any identified since then. While communications cables and power cords may be obvious to ES workers, they may be invisible to those whose minds are totally focused on the incident.
3. Many of these items can be called out during a courtesy tour of the base – an excellent task for the Mission Safety Officer as it affords him the opportunity to make another informal base inspection. The information to be passed out should be entered into a small checklist, which can be incremented or rearranged in the course of the mission. This checklist then can be used to insure that subsequent tours and briefings are as complete as possible.
4. As a general rule try to help the Information Officer tactfully keep visitors out of at least three places: the ICs office, the communications center and the flight line. While none of these are “restricted areas” in the classic sense they are sensitive or hazardous areas and non-qualified visitors there do not normally enhance mission operations.

**Additional Information**

Additional information is available from Chaplain Services on Family Liaison Duties.

**Evaluation Preparation**

**Setup:** Supply an individual or individuals to be briefed by the trainee. Also, a “mission base” must be supplied.

**Briefing the Trainee:** Some family members arrive to see the operations. Provide them with a tour of the facility while briefing them on safety items.



## Evaluation

### Performance measures

### Results

1. Using the mission base briefing as a guide, conduct a tour and safety briefing.

P      F

Student must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly.



**C-0008**  
**MONITOR CREW REST, FATIGUE, AND STRESS**

**CONDITIONS**

You are the Mission Safety Officer at a mission base.

**OBJECTIVE**

Learn the symptoms of fatigue and stress. Also monitor that participants are receiving sufficient crew rest.

**TRAINING AND EVALUATION**

**Training Outline**

1. The most significant safety hazard to CAP mission operations is fatigue. Fatigue is a problem as it tends to be chronic – occur all or much of the time -- in the lives of many of our people. Fatigue is more than being physically tired; it is also reflected in being mentally tired. This last is exceptionally more serious than physical fatigue as it leads to insidious errors and faulty judgment, both of which may not be obvious to the individual nor his co-workers. Faulty judgment and the resulting errors are arguably the largest single cause of accidents involving moving vehicles, air or ground. Fatigue is a problem, which is exacerbated with aging. It is arguable that as we age, we tire more easily and cognitive ability may diminish; all principle reasons for the FAA's Age 60 Retirement rule for airline pilots.
2. Many people attempt to counter the effects of fatigue with stimulants such as coffee or caffeine-laden beverages – which of course hasten dehydration. Others opt for chemical assistance from 'No-Doze' pills or other medications. These palliatives are only 'Band-Aids'; they may result in a brief period of enhanced alertness but the fatigue level will soon return with a vengeance. The sole cure for fatigue is adequate, uninterrupted rest.
3. Fatigue leads to stress as the individual recognizes he is not up to his usual standards of performance and starts 'pushing' to regain normal performance. That's probably not possible for most human beings and the individual's stress level continues to rise. Stress generated from fatigue is probably not appreciably lessened by stress counseling – such as available through a CISD event. This stress will dissipate when adequate rest resolves the fatigue issue.
4. Monitoring participant fatigue and stress is both difficult – due to the changing participants -- and necessary and the Mission Safety Officer is the logical person to do so. There are some signs of fatigue and stress which are subtle, others with which you can easily see deal. The most blatant indicator is the inability of a crewmember to focus, to concentrate on a task; the Briefing Officer should pick this up. A similar sign is perhaps a degree of aimlessness while moving around the base, something the Mission Safety Officer might note.
5. The Best remedy is the above-cited cure: rest. That is frequently easier to preach than to enforce and the Mission Safety Officer may have to intervene directly with the Incident Commander or Operations Section Chief and suggest that the crew is "out of" crew rest.

**Additional Information**

Additional information may be found in CAPR 60-1.



## Evaluation Preparation

**Setup:** Develop a scenario that requires flying over several days with several aircraft and crews (there should be more crews than aircraft).

**Briefing the Trainee:** Brief the scenario to the trainee and ask the trainee to assist the Incident Commander by developing a plan that will allow sufficient crew rest and maximum sorties per day.

## Evaluation

### Performance measures

### Results

1. Describe two symptoms of fatigue

P      F

2. Develop a plan to provide crew rest and maximum sorties over the required number of days.

P      F

Student must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly.



**P-1001**  
**DEVELOP AIRCRAFT & GROUND OPERATIONS SAFETY PLAN**

**CONDITIONS**

You are a Mission Safety Officer at a mission base/airport. You must develop a plan for the safe operation of aircraft on the ground.

**OBJECTIVE**

Inspect the ramp and airport diagram to determine safe parking, taxiing, and fueling of aircraft during mission operations. The Mission Safety Officer develops a written briefing for the aircrews for ground operations during the mission. Also, safety plans are required for designated mission bases (not temporary use facilities).

**TRAINING AND EVALUATION**

**Training Outline**

1. Objects on the surface, which can be struck by part of a taxiing airplane. These include, but are not limited to objects such as signs, other airplanes, vehicles and people and animals. These also include objects on the taxiway surface, which will be struck if the taxiing surface fails – such as a nose wheel entering a pothole. Many of these problems are worsened by obstructions to visibility such as weeds on the surface, crowded parking areas and narrow taxiways.
2. Unstable surface, which allows the pilot to lose control of the airplane: this includes wet or icy surfaces, which are particularly demanding when unexpected.
3. Winds of any magnitude from a direction not favoring the active runway. The greater the wind velocity, the greater the wind hazard, regardless of its direction. It stands to reason that strong winds may be a legitimate reason to terminate flight operations at that field that date.
4. Environmental protection laws require that appreciable quantities of spilled hazardous fluids be contained, picked up and disposed of properly. Fuel vendors may be accountable for dealing with fuel spills during fueling but it may be a user (CAP) or airport issue. Additional requirements may be levied on activities such as aircraft de-icing – fluid runoff – oil changes and hydraulic spills. The Mission Safety Officer should determine what actions must be taken to deal with hazardous material spills to comply with the law. The Mission Safety Officer should brief or establish checklist-style guidance for mission base personnel to deal with spills appropriately.
5. The purpose of refueling is to put a known quantity of a specified flammable liquid into an aircraft. This means putting only the right type of fuel from clean dispensing equipment into the proper fuel tanks in the proper aircraft. Further the connection between the airplane and fueling apparatus and appropriate electrical bonding to ground to prevent static electricity build-up during fueling must be made correctly and in the proper order. In general:
  - a. The airplane must be properly grounded to Earth through a [spring-clip] connection and wiring. This may occur through a grounding wire from the fuel dispenser/truck or from a separate ground wire source.
  - b. The fuel dispenser/truck must be bonded to the airplane and to Earth, preferably both.



- c. The fuel-dispensing nozzle should be checked for cleanliness and proper type – aviation gasoline of the proper octane rating vs. jet fuel – before it is inserted into the fuel tank. The usual type of aviation fuel is called “100LL” – signifying “100 Octane, Low-Lead” – with “80” – signifying “80 Octane” -- being used in some of our mission airplanes. Any other fuel marking or identification is cause for questioning.
- d. The fuel nozzle should make contact with the metal side of the filler neck during the entire time fuel is flowing into the tank.
- e. Grounding wires should not be removed until after fueling is complete.
- f. Normally, fueling is not accomplished during severe weather or with thunderstorms nearby.

Normally, the Fixed Base Operator is responsible for accomplishing safe refueling operations. The Mission Safety Officer should spot-check refueling operations to insure safe practices are followed.

### Additional Information

Additional information may be found in CAPR 62-1 and CAPR 62-2.

### Evaluation Preparation

**Setup:** The trainee must be at a mission base facility. The Evaluator should be aware of any aircraft ground operations safety issues or personally inspect the area to become familiar with it before the trainee begins.

**Brief the trainee:** The trainee is expected to plan for mission operations that will utilize at least 10 aircraft and run at least one day with each aircraft expected to fly 3 sorties of 2 hours each. The trainee is expected to create a briefing that will encompass all aspects of safe ground operations.

### Evaluation

<u>Performance measures</u>	<u>Results</u>	
1. Using your aircraft ground operations briefing, answer the following:		
a. Are there any obstructions to taxiing?	P	F
b. Is the area clear of FOD?	P	F
c. What are the current taxiway conditions?	P	F
d. What is the taxi plan?	P	F
e. What is the refueling plan?	P	F
f. What should be done in the case of a fuel spill?	P	F
g. Are current winds favorable to taxi and takeoff/landing operations?	P	F
2. Is the aircraft ground operation safety plan complete?	P	F

Student must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly.



**L-0001**  
**BASIC COMMUNICATIONS PROCEDURES FOR ES OPERATIONS**

**CONDITIONS**

You are a member of the CAP mission staff performing a task in which the use of a radio is necessary.

**OBJECTIVES**

Properly operate a CAP radio.

**TRAINING AND EVALUATION**

**Training Information Outline**

1. From time to time, duties may require the use of a CAP radio. This is not a difficult task, but does require some knowledge of operating procedures and equipment.
2. You should be able to demonstrate the following skills:
  - a. Demonstrate the proper method to contact another station.
  - b. Demonstrate knowledge of call signs.
  - c. Demonstrate knowledge of basic prowords.
  - d. Demonstrate ability to operate basic radio equipment.
  - e. Demonstrate knowledge of prohibited practices.
  - f. Demonstrate knowledge of National communications policies.
  - g. Demonstrate knowledge of local operating practices.
  - h. Demonstrate knowledge of region, wing, and local policies.

**Additional Information**

Additional information is available in CAPR 100-1 Vol. 1 and the "Radiotelephone Procedures Guide."

**Evaluation Preparation**

**Setup:** The student is provided with a basic radio (volume, squelch, channel controls) and asked to communicate with another station. At least one radio will be needed for this exercise. The pro-words "roger," "over," "out," affirmative," should be used. The exchange should go through several transmissions with questions and answers. Prohibitive practices, such as "chit chat," should be used or discussed.

**Brief Student:** The student is at mission base and has been assigned the task of reporting when the director of the local office of emergency management arrives for his/her tour of the facility.



### **Evaluation:**

<u>Performance measures</u>	<u>Results</u>	
1. Listen before transmitting	P	F
2. Demonstrate calling procedures including call signs	P	F
3. Demonstrate use/understanding of basic prowords	P	F
4. Demonstrate understanding of radio equipment including finding local repeater/simplex	P	F

Student must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly.



**L-0101**  
**INSPECT A VEHICLE**

**CONDITIONS**

You are part of a ground team preparing to leave on a sortie that you will need to use a vehicle.

**OJECTIVES**

Demonstrate how to properly inspect the ground team's vehicle.

**TRAINING AND EVALUATION**

**Training Outline**

1. Ground teams almost always utilize a vehicle as part of accomplishing their missions. To insure that the team vehicle is safe and ready for the sortie, a vehicle inspection is required prior to every sortie.
2. The following checklist can be used to accomplish these inspections or the current CAP-USAF Evaluation Checklist. Both accomplish the same basic need.
  - a. Before starting the vehicle
    - 1) Check the engine oil level
    - 2) Check to make sure that the battery is properly connected and relatively clean
    - 3) Check the tires for damage and abnormalities
    - 4) Check to make sure that there is a spare tire and a jack
    - 5) Check engine coolant level
    - 6) Check to make sure that all belts and hoses look normal
    - 7) Check to make sure that there are enough safety belts for all passengers
    - 8) Check for leaks under the vehicle and in the engine area
    - 9) Check to see how clean the vehicle is inside and out
    - 10) Check for and damage both internally and externally
    - 11) Check to make sure that the inspection sticker (if applicable) and registration is current
    - 12) Check Power Steering Fluid, Oil, and Windshield Cleaner levels
    - 13) Check to make sure that there is extra fuel and water in labeled containers for emergencies.
    - 14) Check to make sure that all necessary team equipment is loaded into the vehicle to include fire extinguisher and first aid kits.
  - b. After starting the vehicle
    - 1) Check to make sure that all lights work
      - a) High and low beams
      - b) Front and Rear turning signals
      - c) Front and Rear caution lights
      - d) Reverse lights
      - e) Dome lights, and panel lights
    - 2) Check to make sure that all instruments, horn, and windshield wipers work
    - 3) Check all safety devices again, along with warning lights
    - 4) Check the brakes and the steering
    - 5) Check for unusual occurrences such as noise, odors, or unusual vibrations
    - 6) Check gas level



- a) If there is more than one tank, check both.
- b) Don't just rely on gauges, visually check tanks, and driver records of travel.
- 7) Complete all Mission Paperwork necessary before leaving the mission base.
  - a) Make sure that it is readable.
  - b) Make sure it is signed by the approving officer, normally the Ground Branch Director

or his designee.

- c) Make sure to leave a copy with the approving officer and retain a copy for yourself.
- d) If the daily inspection log has not been signed, makes sure the driver completes it before leaving mission base.

### **Additional Information**

More detailed information on this topic is available in Chapter 3 of the Ground Team Member & Leader Reference Text.

### **Evaluation Preparation**

**Setup:** Ensure that there is a vehicle available for the student to inspect. The evaluator should create a minor problem such as removing the fire extinguisher, first aid kit or tire jack for the student to find. Evaluators will not damage vehicles or make them un-safe for operation or un-roadworthy for the test.

**Brief Student:** Tell the student to demonstrate a proper vehicle inspection.

### **Evaluation**

#### Performance measures

#### Results

1. Demonstrates a proper vehicle inspection noting the evaluator created problem.

P      F

Student must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly.



**L-0102**  
**INSPECT AN AIRCRAFT**

**CONDITIONS**

You are a Mission Safety Officer at a mission base.

**OBJECTIVE**

Conduct an aircraft safety inspection and complete the inspection checklist.

**TRAINING AND EVALUATION**

**Training Outline**

1. CAP aircraft are by definition those used to conduct CAP operations. CAP Corporate aircraft are those titled to CAP, regardless of source or initial ownership. CAPR 60-1 – and Federal Aviation Regulations (FAR) Part 91 -- control the operation of CAP aircraft, CAPR 66-1 – and FAR Part 43 – govern the maintenance and airworthiness standards for CAP Corporate aircraft. The aircraft operator is generally responsible for the airworthiness of an aircraft, a responsibility shared with the aircraft owner. Aircraft flown in US civil airspace must be airworthy for all normal operations, including CAP mission operations.
2. There is no requirement for a CAP Mission Safety Officer to be able to determine the airworthiness of a CAP aircraft, unless he is professionally employed in that area; that remains the responsibility of the assigned Pilot-In-Command (PIC). Nonetheless, the Mission Safety Officer should be qualified to conduct a cursory inspection of CAP Corporate aircraft assigned to a mission base using the checklist provided in CAPR 62-1 or a locally-developed checklist and bring questionable items to the attention of the assigned PIC or Air Operations Branch Director.

**Additional Information**

Additional information is available in CAPR 60-1, CAPR 62-1, and FAR Part 91.

**Evaluation Preparation**

**Setup:** An aircraft with known defects and/or missing equipment is prepared for inspection by the trainee. Checklists normally used for aircraft inspection by the wing should be made available.

**Brief the Trainee:** You are a Mission Safety Officer at a mission base. You must perform safety inspection on aircraft and complete inspection checklists. Inspect the provided aircraft and provide the examiner with the completed checklist.

**Evaluation**

Performance measures

Results

1. Perform an aircraft safety inspection and complete the inspection checklist.

P      F

Student must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly.



**NATIONAL EMERGENCY SERVICES CURRICULUM**  
**MISSION SAFETY OFFICER TASK SIGN-OFF SUMMARY**

<b><u>Task #</u></b>	<b><u>Task Title</u></b>	<b><u>1st Signoff Date</u></b>	<b><u>2nd Signoff Date</u></b>
<u>Command Tasks</u>			
C-0002	MISSION SAFETY INSPECTION	_____	_____
C-0003	ANALYZE SAFETY OF MISSION OPERATIONS	_____	_____
C-0004	CONDUCT GROUND TEAM SAFETY BRIEFING	_____	_____
C-0005	CONDUCT AIRCREW SAFETY BRIEFING	_____	_____
C-0006	REPORTING & HANDLING MISHAPS INVOLVING CAP PERSONNEL	_____	_____
C-0007	MISSION SAFETY INSPECTION	_____	_____
C-0008	MISSION SAFETY INSPECTION	_____	_____
<u>Planning Tasks</u>			
P-1001	DEVELOP AIRCRAFT & GROUND OPERATIONS SAFETY PLAN	_____	_____
<u>Logistics Tasks</u>			
L-0001	BASIC COMMUNICTIONS PROCEDURES FOR ES OPERATIONS	_____	_____
L-0101	INSPECT A VEHICLE	_____	_____
L-0102	INSPECT AN AIRCRAFT	_____	_____



## **COMMENTS AND SUGGESTIONS**

Many personnel were involved in producing this task guide, and though we worked very hard, we are sure that some changes can be made since this is a new initiative at the National level. If you have any questions or suggestions please forward them to:

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